

AUTO BODY SHOP SUPERVISOR

DEFINITION: Under general supervision, performs work of moderate difficulty in providing first line supervision and oversight of automotive body repair work and modification requiring independent judgment and decision making; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class

TASKS:

Supervises and oversees repair and automotive body damages (dents, scrapes, depressions), repainting and finishing; writes estimates/appraisals of automotive body repair; receives work repair orders; establishes priorities and schedule of repairs; maintains records, materials, supplies, equipment and facilities; supervises and/or assists in replacement of windshields, windows, doors, mirrors; paints auto bodies; straightens bent frames; overhauls and services air conditioning units; operates acetylene, oxygen and arc welding equipment; operates power and hand tools.

Provides advice, instruction, direction and training to subordinates; assigns and inspects finished work to determine and evaluate completeness and readiness; enforces safety rules and regulations; provides in-service training on new and advanced methods and practices; performs the more technical and complex body repair tasks; keeps abreast of new trends in the field of automotive body repair; assists with budget preparation; attends in- service and related training; provides information and technical assistance when necessary; prepares required reports; attends meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and tribal laws, rules, regulations, policies, practices and procedures related to automotive body repair.

Knowledge of methods and practices used in the automotive repair and painting trade.

Knowledge of equipment and tools utilized in the repair of automotive bodies.

Knowledge of occupational safety and health policies and procedures related to vehicle repair.

Knowledge of supervisory methods and practices.

Knowledge of budget preparation, monitoring and administration.

Knowledge of computer hardware, software and peripherals.

Knowledge of record keeping and file maintenance practices and procedures.

Skill in prioritizing, scheduling, coordinating, assigning, reviewing and evaluating work.

Skill in ensuring compliance of environmental and safety requirements and procedures.

Skill in safely operating and working around moving equipment and machinery.

Skill in utilizing computer database to maintain and update records, files and inventory.

Skill in monitoring and administering budgetary expenditures.

Skill in utilizing customer service and public relations techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

Ability to organize, instructs, and supervises the activities of skilled workers.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves occasional lifting, carrying and moving automotive parts and supplies weighing up to 50 lbs. with exposure to potentially hazardous chemicals and fumes.

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MINIMUM QUALIFICATIONS:

- Three (3) years full time journey level body repair work experience; one (1) year of which must have been in a lead capacity.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Automotive Technology.
- Two (2) years of supervisory work experience
- Specialized training in automotive body repair, automotive painting or other specialized technical fields.
- Automotive certification.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Certification from Automotive Trade School in body repair work.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.